

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
OFFICE OF THE ZONING ADMINISTRATOR



April 17, 2014

The Preparatory School of the District
of Columbia
209 Upshur Street, NW
Washington, DC 20011
Attn: Betty J. North

**Re: Lot 0805 in Square 2702
4501 16th Street, NW
Washington, DC 20011
(1st, 2nd and 3rd Floor)
Zoned R-1-B**

Dear Ms. North:

Your certificate of occupancy application #CO1401739 filed to use the subject premises as a "Private School – Head Start – 12th Grade, ages 3 years to 16 years, 170 students and 10 staff" is disapproved due to the need for Board of Zoning Adjustment approval.

You will be required to obtain a special exception under the provisions of DCMR Title 11, Section 206.1 to establish your use in the **R-1-B** Zone.

The Board of Zoning Adjustment has authority to grant special exceptions under provisions of DCMR Title 11, Section 3104.1.

This letter must be presented to the Office of the Board of Zoning Adjustment, Room 210, 441 4th Street, N.W., when filing for the hearing. If your request is granted, a new certificate of occupancy application must be filed.

Best Regards,

A handwritten signature in black ink, appearing to read 'Matt LeGrant', is written over a horizontal line.

Matt LeGrant
Zoning Administrator